



USE OF STAFF AND PARENTS' VEHICLES ON SCHOOL BUSINESS

USE OF STAFF VEHICLES ON SCHOOL BUSINESS

When a member of staff uses his or her own car on school business but does not transport other members of staff, pupils, parents or anyone else connected to the School, the individual has responsibility to ensure their vehicle is correctly maintained and the vehicle is legal and safe to use. The vehicle should also have an up-to-date MOT certificate and be regularly serviced.

It is also important that the staff member has a valid driving licence, and that he or she ensures that his or her personal car vehicle insurance covers them while on School business. The member of staff should ensure they drive safely and responsibly at all times.

USE OF STAFF VEHICLES TO TRANSPORT OTHER INDIVIDUALS, INCLUDING PUPILS, ON SCHOOL BUSINESS

Any member of staff using their own vehicle on School business where other staff, pupils, parents or anyone else connected to the School, are being transported in that vehicle, will be required to sign a Vehicle Disclosure Form stating that they have not previously been disqualified from driving within the last 5 years, that they have not been refused insurance, that the vehicle is legal and safe to drive and that the staff member will drive safely and responsibly at all times.

The School's insurance policy covers staff using their own vehicle to transport pupils on School business.

Prior to any member of staff using their own vehicle on the School's business to transport pupils, other staff members or parents, the following documents must be shown to the Bursar:

- Driving licence
- Insurance documents
- MOT certificate of vehicle
- Service history of the vehicle

The School will retain a copy of these documents on the member of staff's personal file.

USE OF PARENTS' VEHICLES TO TRANSPORT PUPILS ON SCHOOL BUSINESS

Where parents may be asked to transport children on school trips or for matches the following information must be included in the letter to parents:

TRANSPORT IN PARENTS' CARS

Some parents have kindly volunteered to take the children to (wherever they're going) on (date) and to transport them back to school. Our insurance covers such journeys but you should be aware that:

- 1. We do not ask parents, who act as volunteers, whether they have any driving convictions or have ever been refused insurance in respect of any motor vehicle.**
- 2. Parents, who act as volunteers, are not subject to Criminal Record Bureau checks.**

(child name) will be taken in (parent name)'s car. Please sign this slip to indicate that you are happy with this arrangement.

Name:

I agree to (child name) being transported by (parent name) to (wherever they're going) on (date)

This only applies where the School makes the arrangements. If the parents make the arrangements between themselves, the above is not necessary.

Date Policy Reviewed:	August 2009
Date of Next Review:	August 2011
Person(s) Responsible for Review:	SLT
Signature of Review(s)	



THE MANOR PREPARATORY SCHOOL

Staff declaration form for use of own vehicle on the School's business

NAME: _____

CAR REGISTRATION: _____

I confirm that the vehicle will be correctly maintained to ensure the vehicle is legal and safe at all times, and that the vehicle has up-to-date insurance, MOT certificate, and a service history which will be maintained at all times.

I confirm that I have not been disqualified from driving within the last 5 years and that I have never been refused insurance in respect of any motor vehicle.

I confirm that I will drive safely and responsibly at all times.

I confirm that I am happy for the School to hold copies of these documents on my personal file.

I confirm that if there are any changes to the details above, I shall inform the Bursar without delay.

SIGNED:

DATE:

For office use only:

Driving Licence Number:

Insurance documents:

MOT certificate:

Service history: